



# HOUSE COMMITTEE ON APPROPRIATIONS

FY 09-10  
Executive Budget

Department of  
Civil Service



The Department of Civil Service includes the following agencies:

State Civil Service  
Municipal Fire and Police Civil Service  
Ethics Administration  
State Police Commission  
Division of Administrative Law



# HOUSE COMMITTEE ON APPROPRIATIONS

FY 09-10

Executive Budget

State Civil Service

Anne Soileau, Director



# Executive Budget by Means of Finance

STATE CIVIL SERVICE					
Means of Financing (MOF)	Actual Expenditures FY 2007-08	Existing Operating Budget FY 2008-09 (2/1/09)	Executive Budget FY 2009-10	Change From FY 08-09 to FY 09-10	Percent Change From FY 08-09 to FY 09-10
State General Fund (SGF)	\$1,697	\$0	\$0	\$0	0.0%
Interagency Transfers (IAT)	\$8,504,282	\$9,004,197	\$8,610,650	(\$393,547)	-4.4%
Fees and Self-gen. Rev. (SGR)	\$484,979	\$507,541	\$519,721	\$12,180	2.4%
Statutory Dedications (SD)	\$0	\$0	\$0	\$0	0.0%
Interim Emergency Board	\$0	\$0	\$0	\$0	0.0%
Federal Funds (FED)	\$0	\$0	\$0	\$0	0.0%
<b>TOTAL MOF</b>	<b>\$8,990,958</b>	<b>\$9,511,738</b>	<b>\$9,130,371</b>	<b>(\$381,367)</b>	<b>-4.0%</b>
<b>Authorized Positions</b>	<b>97</b>	<b>94</b>	<b>95</b>	<b>1</b>	<b>1.1%</b>

There are no Federal Funds from the American Recovery and Reinvestment Act of 2009 included in the FY 2009-2010 Executive Budget Recommendation.



## FY 09-10 Executive Budget by Expenditures

STATE CIVIL SERVICE					
Expenditures	FY 07-08 Actual Budget	FY 08-09 Existing Operating Budget	FY 09-10 Executive Budget	Change from FY 08-09 to FY 09-10	Percent Change
Salaries	\$4,924,715	\$5,156,220	\$5,476,324	\$320,104	6.2%
Other Compensation	\$98,592	\$109,425	\$109,425	\$0	0.0%
Related Benefits	\$1,764,502	\$1,789,862	\$1,855,016	\$65,154	3.6%
Travel	90,447	94,883	84,383	(\$10,500)	-11.1%
Operating Services	383,404	394,537	226,629	(\$167,908)	-42.6%
Supplies	43,418	43,200	25,093	(\$18,107)	-41.9%
Prof Srvcs	66,220	70,000	50,545	(\$19,455)	-27.8%
Other Charges	378,453	499,155	55,900	(\$443,255)	-88.8%
Debt Service	0	0	0	\$0	0.0%
IAT	1,199,244	1,231,407	1,247,056	\$15,649	1.3%
Acq/Major Repairs	41,963	34,193	0	(\$34,193)	-100.0%
Unallotted	0	88,856	0	(\$88,856)	-100.0%
<b>TOTAL EXP</b>	<b>\$8,990,958</b>	<b>\$9,511,738</b>	<b>\$9,130,371</b>	<b>(\$381,367)</b>	<b>-4.0%</b>



## Significant Budget Changes

(\$453,255) IAT

Non-recur funding provided to secure an Online Application and Tracking system to automatically track the job announcement and hiring process. LA Careers allows applicants to view job opportunities, complete electronic applications, apply on-line directly to the hiring agency, and track the status of their applications. Agencies have an efficient tool to establish eligible lists of qualified applicants for hiring.

(\$205,970) IAT

Reduce funding in expenditures in travel, supplies, professional services and operating services.





## Authorized Positions FY 09-10

State Civil Service has 95 Classified Authorized Positions recommended for FY 09-10. The Total Authorized Position count is 95.

As of March 1, 2009, there were 4 vacant positions. The department's authorized Table of Organization was increased 1 position which was transferred from the State Police Commission to State Civil Service to perform fiscal, purchasing, human resources and budgeting functions for the State Police Commission.



# STATE CIVIL SERVICE ISSUES

- Civil Service Commission
- Federal Minimum Wage





## CIVIL SERVICE COMMISSION

- The Civil Service Commission is a seven-member body that has final authority over the administration of the Civil Service system.
- Six of the Commission members are appointed by the governor; the seventh is an employee representative elected by state employees. Each member serves a six year term. When choosing an appointed member, the Governor must select from a list of three people nominated by the president of one of the state's major private universities.
- The Commission serves as an impartial review board that enacts and adjudicates Civil Service Rules to regulate state personnel activities, and hears appeals from state employees and agencies.
- The State Civil Service Commission adopts rules governing the pay of classified state employees such as the current provision authorizing appointing authorities to grant a 4% merit increase to any employee based on his or her performance. Any pay rule adopted by the Commission must be approved the governor before it can become effective.
- Monthly meetings are held and are open to the public.
- Commission members receive per diem of \$75 per meeting and reimbursement for travel expenses.



## FEDERAL MINIMUM WAGE

- Effective July 24, 2008, the Federal Minimum Wage rate increased from \$5.85 per hour to \$6.55 per hour.
- On July 24, 2009, the Federal Wage Rate will increase from \$6.55 per hour to \$7.25 per hour.
- The Civil Service pay scales did not change to reflect the increase; however all state agencies must ensure that their employees are paid at or above the new Federal Minimum Wage.



# HOUSE COMMITTEE ON APPROPRIATIONS

FY 09-10

Executive Budget

Municipal Fire and Police Civil  
Service

Melinda Livingston, State Examiner



# Executive Budget by Means of Finance

MUNICIPAL FIRE AND POLICE CIVIL SERVICE					
Means of Financing (MOF)	Actual Expenditures FY 2007-08	Existing Operating Budget FY 2008-09 (2/1/09)	Executive Budget FY 2009-10	Change From FY 08-09 to FY 09-10	Percent Change From FY 08-09 to FY 09-10
State General Fund (SGF)	\$0	\$0	\$0	\$0	0.0%
Interagency Transfers (IAT)	\$0	\$0	\$0	\$0	0.0%
Fees and Self-gen. Rev. (SGR)	\$0	\$0	\$0	\$0	0.0%
Statutory Dedications (SD)	\$1,541,767	\$1,625,133	\$1,730,090	\$104,957	6.5%
Interim Emergency Board	\$0	\$0	\$0	\$0	0.0%
Federal Funds (FED)	\$0	\$0	\$0	\$0	0.0%
<b>TOTAL MOF</b>	\$1,541,767	\$1,625,133	\$1,730,090	\$104,957	6.5%
<b>Authorized Positions</b>	19	18	18	0	0.0%

There are no Federal Funds from the American Recovery and Reinvestment Act of 2009 included in the FY 2009-2010 Executive Budget Recommendation.



## FY 09-10 Executive Budget by Expenditures

MUNICIPAL FIRE AND POLICE CIVIL SERVICE					
Expenditures	FY 07-08 Actual Budget	FY 08-09 Existing Operating Budget	FY 09-10 Executive Budget	Change from FY 08-09 to FY 09-10	Percent Change
Salaries	\$895,164	\$966,672	\$1,072,085	\$105,413	10.9%
Other Compensation	\$4,146	\$14,091	\$14,091	\$0	0.0%
Related Benefits	\$323,732	\$322,071	\$343,079	\$21,008	6.5%
Travel	17,380	4,916	13,916	\$9,000	183.1%
Operating Services	174,198	185,899	186,390	\$491	0.3%
Supplies	26,335	23,476	28,101	\$4,625	19.7%
Prof Svcs	8,045	45,000	10,000	(\$35,000)	-77.8%
Other Charges	0	0	0	\$0	0.0%
Debt Service	0	0	0	\$0	0.0%
IAT	28,871	39,126	40,428	\$1,302	3.3%
Acq/Major Repairs	63,896	0	22,000	\$22,000	0.0%
Unallotted	0	23,882	0	(\$23,882)	-100.0%
<b>TOTAL EXP</b>	<b>\$1,541,767</b>	<b>\$1,625,133</b>	<b>\$1,730,090</b>	<b>\$104,957</b>	<b>6.5%</b>



## Significant Budget Changes

\$125,841 SD

Additional funding for statewide adjustments – salaries, related benefits, acquisitions, risk management, and legislative auditor fees.

(\$45,000) SD

Non-recur funding in professional services for the production and development of employee training video.





## Authorized Positions FY 09-10

Municipal Fire and Police Civil Service has 18 Classified Authorized Positions recommended for FY 09-10. The Total Authorized Position count is 18.

As of March 1, 2009, there were no vacant positions in the agency.





## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

- The Office of State Examiner administers the Municipal Fire and Police Civil Service System.
- The Municipal Fire and Police Civil Service System encompasses 107 political subdivisions of the State of Louisiana which employ approximately 9,100 full-time personnel of the fire and police services. The system includes municipalities with a population between 7,000 and 400,000, and parishes, and fire protection districts.
- The Office of State Examiner provides services to 40 municipalities which operate both fire and police departments and for which civil service boards are established consisting of five members, and 67 other political subdivisions which operate either a fire or police department, and for which civil service boards consist of three members.
- Each board is an autonomous public body comprised of local citizens of the area served by the fire and police departments. The boards represent the public interest in matters of personnel administration in the fire and police services of the political subdivisions. Board members serve three-year terms and generally receive no compensation. Boards are required to meet at least once per quarter in each calendar year, but most meet monthly.



## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

- Serves in an advisory capacity to each fire and police civil service board, local governing authorities and appointing authorities, departmental chiefs, and classified fire and police employees regarding matters of personnel administration in the fire and police services, and the duties and obligations imposed upon them by the provisions of the Municipal Fire and Police Civil Service Law.
- Prepares and administers validated civil service tests to applicants for all positions in the classified service in all 107 jurisdictions, scores the tests, and furnishes the results to the board for which tests are given.
- Prepares and submits a classification plan to each board for approval.
- Assists local civil service boards in maintaining accurate personnel records to ensure that personnel changes are made in accordance with state law.
- The State Examiner and Deputy State Examiner are appointed by the State Civil Service Commission, and are classified state employees. However, according to state law, the Commission exercises no further administrative control over the Office of State Examiner.



# HOUSE COMMITTEE ON APPROPRIATIONS

FY 09-10

Executive Budget

Ethics Administration

Louis Simon, Ethics Administrator



# Executive Budget by Means of Finance

ETHICS ADMINISTRATION					
Means of Financing (MOF)	Actual Expenditures FY 2007-08	Existing Operating Budget FY 2008-09 (2/1/09)	Executive Budget FY 2009-10	Change From FY 08-09 to FY 09-10	Percent Change From FY 08-09 to FY 09-10
State General Fund (SGF)	\$1,603,473	\$4,124,640	\$4,114,244	(\$10,396)	-0.3%
Interagency Transfers (IAT)	\$0	\$0	\$0	\$0	0.0%
Fees and Self-gen. Rev. (SGR)	\$112,057	\$119,706	\$119,876	\$170	0.1%
Statutory Dedications (SD)	\$0	\$0	\$0	\$0	0.0%
Interim Emergency Board	\$0	\$0	\$0	\$0	0.0%
Federal Funds (FED)	\$0	\$0	\$0	\$0	0.0%
<b>TOTAL MOF</b>	<b>\$1,715,530</b>	<b>\$4,244,346</b>	<b>\$4,234,120</b>	<b>(\$10,226)</b>	<b>-0.2%</b>
<b>Authorized Positions</b>	<b>23</b>	<b>39</b>	<b>41</b>	<b>2</b>	<b>5.1%</b>

There are no Federal Funds from the American Recovery and Reinvestment Act of 2009 included in the FY 2009-2010 Executive Budget Recommendation.



## FY 09-10 Executive Budget by Expenditures

ETHICS ADMINISTRATION					
Expenditures	FY 07-08 Actual Budget	FY 08-09 Existing Operating Budget	FY 09-10 Executive Budget	Change from FY 08-09 to FY 09-10	Percent Change
Salaries	\$978,422	\$1,964,956	\$2,135,169	\$170,213	8.7%
Other Compensation	\$35,593	\$65,395	\$80,195	\$14,800	22.6%
Related Benefits	\$306,012	\$626,339	\$529,962	(\$96,377)	-15.4%
Travel	33,839	41,400	91,395	\$49,995	120.8%
Operating Services	214,945	623,604	641,548	\$17,944	2.9%
Supplies	18,946	31,900	34,900	\$3,000	9.4%
Prof Srvcs	0	245,500	145,000	(\$100,500)	-40.9%
Other Charges	24,234	291,275	197,705	(\$93,570)	0.0%
Debt Service	0	0	0	\$0	0.0%
IAT	78,003	70,701	378,246	\$307,545	435.0%
Acq/Major Repairs	25,536	283,276	0	(\$283,276)	0.0%
Unallotted	0	0	0	\$0	0.0%
<b>TOTAL EXP</b>	<b>\$1,715,530</b>	<b>\$4,244,346</b>	<b>\$4,234,120</b>	<b>(\$10,226)</b>	<b>-0.2%</b>



## Significant Budget Changes

160,338 SGF

Additional funding for salaries, related benefits and two new positions. In addition, funding for professional services contract to develop on-line training materials.

\$130,250 SGF

Increase funding to train staff and the Board of Ethics members of the new Ethics Reform laws.

(296,919) SGF

Non-recur funding for the Computerized Data Management System which facilitated electronic filing by consumers in the data base system and provided on-line computer access to disclosure reports filed with the Board of Ethics.





## Authorized Positions FY 09-10

The Ethics Administration has 41 Classified Authorized Positions recommended for FY 09-10. The Total Authorized Position count is 41.

As of March 1, 2009, there were 13 vacant positions. The FY 09-10 Executive Budget provided 2 additional positions – a Training Development Specialist and a Public Information Officer.





## ETHICS ADMINISTRATION

- The Board of Ethics consists of an eleven member body.
- The Board of Ethics is responsible for interpreting, administering, and enforcing the Code of Governmental Ethics, the Campaign Finance Disclosure Act, the Louisiana Lobbyist Registration and Disclosure Act and the Louisiana Elections Integrity Law.
- The Board of Ethics exercises jurisdiction over all state and local elected officials, all non-elected state and local governmental officials, appointees and employees.
- Monthly meetings are held and are open to the public.
- Members receive a per diem of \$50 per meeting and reimbursement for travel expenses.



# HOUSE COMMITTEE ON APPROPRIATIONS

FY 09-10

Executive Budget

State Police Commission

Cathy Derbonne, Director



# Executive Budget by Means of Finance

STATE POLICE COMMISSION					
Means of Financing (MOF)	Actual Expenditures FY 2007-08	Existing Operating Budget FY 2008-09 (2/1/09)	Executive Budget FY 2009-10	Change From FY 08-09 to FY 09-10	Percent Change From FY 08-09 to FY 09-10
State General Fund (SGF)	\$588,498	\$665,616	\$655,690	(\$9,926)	-1.5%
Interagency Transfers (IAT)	\$0	\$0	\$0	\$0	0.0%
Fees and Self-gen. Rev. (SGR)	\$0	\$0	\$0	\$0	0.0%
Statutory Dedications (SD)	\$0	\$0	\$0	\$0	0.0%
Interim Emergency Board	\$0	\$0	\$0	\$0	0.0%
Federal Funds (FED)	\$0	\$0	\$0	\$0	0.0%
<b>TOTAL MOF</b>	\$588,498	\$665,616	\$655,690	(\$9,926)	-1.5%
<b>Authorized Positions</b>	4	4	3	-1	-25.0%

There are no Federal Funds from the American Recovery and Reinvestment Act of 2009 included in the FY 2009-2010 Executive Budget Recommendation.



## FY 09-10 Executive Budget by Expenditures

STATE POLICE COMMISSION					
Expenditures	FY 07-08 Actual Budget	FY 08-09 Existing Operating Budget	FY 09-10 Executive Budget	Change from FY 08-09 to FY 09-10	Percent Change
Salaries	\$214,871	\$195,239	\$268,613	\$73,374	37.6%
Other Compensation	\$32,515	\$32,107	\$32,107	\$0	0.0%
Related Benefits	\$73,588	\$65,618	\$76,892	\$11,274	17.2%
Travel	11,005	7,900	7,900	\$0	0.0%
Operating Services	13,623	10,745	10,745	\$0	0.0%
Supplies	20,803	18,956	18,956	\$0	0.0%
Prof Svcs	137,732	164,950	164,950	\$0	0.0%
Other Charges	0	0	0	\$0	0.0%
Debt Service	0	0	0	\$0	0.0%
IAT	64,238	74,781	75,527	\$746	1.0%
Acq/Major Repairs	20,123	9,000	0	(\$9,000)	0.0%
Unallotted	0	86,320	0	(\$86,320)	0.0%
<b>TOTAL EXP</b>	<b>\$588,498</b>	<b>\$665,616</b>	<b>\$655,690</b>	<b>(\$9,926)</b>	<b>-1.5%</b>



## Significant Budget Changes

(9,000) SGF

Non-recur funding for acquisitions that was provided to repair a state vehicle.



## Authorized Positions FY 09-10

The State Police Commission has 3 Unclassified Authorized Positions recommended in the Executive Budget for FY 09-10. The Total Authorized Position count is 3.

As of March 1, 2009, there were 2 vacant positions. The State Police Commission authorized position count was reduced 1 position which was transferred from the State Police Commission to State Civil Service to perform fiscal, purchasing, human resources and budgeting functions for the State Police Commission.





## STATE POLICE COMMISSION

- The State Police Commission was created by a constitutional amendment to provide an independent civil service system for all regularly commissioned full-time law enforcement officers employed by the Department of Public Safety and Corrections, Office of State Police. The Commission consist of a seven member.
- Six of the Commission members are appointed by the governor; the seventh is an employee representative elected by the classified members of the State Police Service. Each member serves a six year term. When choosing an appointed member, the Governor must select from a list of three people nominated by the president of one of the state's major private universities.
- The Commission serves as an impartial review board that enacts and adjudicates the Office of State Police to regulate state personnel activities and hears appeals from state employees and agencies.
- Monthly meetings are held and are open to the public.
- Commission members receive a per diem of \$75 per meeting and reimbursement for travel expenses.





# HOUSE COMMITTEE ON APPROPRIATIONS

FY 09-10

Executive Budget

Division of Administrative Law

Ann Wise, Director



# Executive Budget by Means of Finance

DIVISION OF ADMINISTRATIVE LAW					
Means of Financing (MOF)	Actual Expenditures FY 2007-08	Existing Operating Budget FY 2008-09 (2/1/09)	Executive Budget FY 2009-10	Change From FY 08-09 to FY 09-10	Percent Change From FY 08-09 to FY 09-10
State General Fund (SGF)	\$0	\$384,670	\$387,599	\$2,929	0.8%
Interagency Transfers (IAT)	\$2,817,677	\$3,618,613	\$3,567,632	(\$50,981)	-1.4%
Fees and Self-gen. Rev. (SGR)	\$5,772	\$25,390	\$25,131	(\$259)	-1.0%
Statutory Dedications (SD)	\$0	\$0	\$0	\$0	0.0%
Interim Emergency Board	\$4,949	\$0	\$0	\$0	0.0%
Federal Funds (FED)	\$0	\$0	\$0	\$0	0.0%
<b>TOTAL MOF</b>	<b>\$2,828,398</b>	<b>\$4,028,673</b>	<b>\$3,980,362</b>	<b>(\$48,311)</b>	<b>-1.2%</b>
<b>Authorized Positions</b>	<b>28</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>0.0%</b>

There are no Federal Funds from the American Recovery and Reinvestment Act of 2009 included in the FY 2009-2010 Executive Budget Recommendation.



## FY 09-10 Executive Budget by Expenditures

DIVISION OF ADMINISTRATIVE LAW					
Expenditures	FY 07-08 Actual Budget	FY 08-09 Existing Operating Budget	FY 09-10 Executive Budget	Change from FY 08-09 to FY 09-10	Percent Change
Salaries	\$1,459,541	\$2,304,812	\$2,308,788	\$3,976	0.2%
Other Compensation	\$0	\$0	\$0	\$0	0.0%
Related Benefits	\$518,733	\$708,371	\$679,096	(\$29,275)	-4.1%
Travel	20,291	35,863	35,863	\$0	0.0%
Operating Services	342,253	508,579	508,579	\$0	0.0%
Supplies	22,783	27,655	27,655	\$0	0.0%
Prof Svcs	25,449	101,949	101,949	\$0	0.0%
Other Charges	243,027	62,886	126,157	\$63,271	100.6%
Debt Service	0	0	0	\$0	0.0%
IAT	151,628	157,457	167,376	\$9,919	6.3%
Acq/Major Repairs	44,693	121,101	24,899	(\$96,202)	-79.4%
Unallotted	0	0	0	\$0	0.0%
<b>TOTAL EXP</b>	<b>\$2,828,398</b>	<b>\$4,028,673</b>	<b>\$3,980,362</b>	<b>(\$48,311)</b>	<b>-1.2%</b>



## Significant Budget Changes

73,686 IAT

Increase funding for salaries and related benefits for DAL employees who have received activation orders from the U.S. Military.

(121,101) IAT

Non-recur funding for acquisitions which provided an upgrade to information technology equipment.



## Authorized Positions FY 09-10

The Division of Administrative Law has 31 Classified Authorized Positions and 1 Unclassified Authorized Position recommended in the Executive Budget for FY 09-10. The director position in the agency is the only position that is unclassified. The Total Authorized Position count is 32.

As of March 1, 2009, there were no vacant positions in the agency.



## DIVISION OF ADMINISTRATIVE LAW

- The Director is appointed by the governor subject to Senate confirmation.
- The Director serves a 6 year term
- The Director may be reappointed and confirmed for subsequent 6 year terms without limitation.